



Northwest Indiana Regional Development Authority Application for Financial Support General Instructions

The RDA Board requires that every applicant for funding submit this application form. There are no minimum or maximum length requirements to any question or to the form as a whole. Brevity though is always appreciated, as long as the response is complete. Answers should be detailed and specific as well as focused.

Supporting materials (e.g. studies, plans, reports, etc.) in general should be referred to and the findings summarized in the answers, with the unabridged supporting materials attached to or submitted with the completed application.

The Board or its staff may request clarification and/or supplements to any given answer.

The applicant may submit any additional responses and/or materials it wishes. These should be given after the last response to the Board's questions and identified as supplemental information, materials, etc.

Date of filing: _____
Mo. / Day / Year

Applicant: _____

Contact person: _____

Mailing address: _____

City State ZIP

Phone: (____) _____

Email: _____

Applicant's legal status: _____

- Attach cites to any statutes, ordinances or other laws and rules that specifically establish the applicant, control its activities, and document its capacity to receive and spend funds.
- Attach a copy of any Articles of Incorporation, by-laws, rules, ordinances, specific government pacts, and related documents.

Project description

Executive summary (500 words)

- Attach extended description

Economic Impact Statement

Executive summary (250 words)

- Attach extended economic impact analysis, citing quantitative data including projected impact on jobs and salaries, goods and services purchased in Northwest Indiana, population growth, and so on. Include a description of methodology.



Quality of Life Impact Statement

Executive summary (250 words)

- Attach an extended analysis of the projected impact of the project on the environment in Northwest Indiana. Also provide an analysis of the potential of the project to improve social circumstances for residents of Northwest Indiana. Include a description of methodology.

Funding Request and Financial Analysis

Total project cost: _____

Funds requested from RDA: _____

Total funds from other sources, both received and requested.

Federal: _____

State: _____

Local: _____

Private investment: _____

- Attach a detailed explanation of the request from the board. Is the request for a specific part of a larger project and if so, define the specific project. Is the request for an outright grant, a loan, an investment to be repaid. Indicate the required flow of funds (single year/multiple years) If bonds are to be issues, are they to be issued by the applicant, the RDA or a third party? Indicate the terms of guarantees and repayment by Applicant by year.
- Attach a detailed explanation of the funds from other sources. The amount of financing received or promised from each source, its nature (bonds, loans, grants...), and full payment information.

Project Timeline

- Identify the start date, completion date and significant milestones for the specific project.

Supporting Materials

- Attach unabridged copies of all studies, reports, surveys and other documents supporting this application.
- Attach a statement of the relationship, if any, between this project and any other existing or proposed economic development project for Northwest Indiana.
- Attach any disclosure statements regarding relationships you may have with RDA board members or employees.
- Attach a copy of the ethics guidelines to which the applicant adheres.
- With respect to projects undertaken by the authority, the applicant shall set a goal for participation by minority business enterprises of fifteen percent (15%) and women's business enterprises of five percent (5%), consistent with the goals of delivering the project on time and within the budgeted amount and, insofar as possible, using Indiana businesses for employees, goods, and services. The complete citation can be found in IC 36-7.5-2-8(b) (<http://www.in.gov/legislative/ic/code/title36/ar7.5/ch2.pdf>)